

# JOB OPPORTUNITY

Job Opportunity Bulletin: # 03-089  
Final Filing Date: March 10, 2004 or  
Until Filled

**Position:**  
PROGRAM TECHNICIAN II

**Salary:**  
\$2,465 - \$2,998

**Location:**  
Facilities Development Division  
1831 Ninth Street  
Sacramento, CA 95814

**General Statement:** Under the general supervision of the Regional Compliance Officer, the Program Technician II serves as support to an assigned geographical region and provides specific information to health facility construction project applicants regarding technical program requirements and statutes pertaining to the Seismic Safety Program and procedures of the Division.

**Duties:**

- Respond to applicant, public and State agency requests for information regarding project status. Assure project completeness and by monitoring the various steps of the process, ensure the project is in compliance with provisions of the Hospital Seismic Safety Act and the State Building Standards Code as it pertains to the regulations of hospital construction.
- Maintain project application information in the automated data system and compile statistical reports and provide appropriate documentation and as required.
- Setup, oversee and maintain the filing of active paper and computer project files for appropriate documents and prepare necessary form letters and/or original correspondence required for projects.
- Coordinate project information with OSHPD architects, engineers, fire and life safety officers and compliance officers, representatives of other state agencies, and applicant representatives regarding program requirements and project status.
- Unpack, pack, address and ship documents in a prompt and efficient manner. Lift and transfer rolls of plans and boxes of specifications and calculations, weighing up to 40 pounds, onto carts, triage tables and filing bins.

**Desirable Qualifications:**

- Ability to use sound judgment and discretion in communicating with staff and the public.
- Ability to maintain a high degree of initiative, independence and accuracy in performing tasks.
- Possess excellent "people" and organizational skills.
- Have working knowledge of computers, grammar and accurate typing skills.
- Must display good attendance habits and be dependable and punctual.

**Who May Apply:**

Application is limited to re-employment, SROA and Surplus candidates. Appointments are subject to SROA and State surplus policies. Only the most qualified candidates will be interviewed.

OSHPD

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450  
Sacramento, CA 95814

— An Equal Opportunity Employer

**Interested parties should submit a State Examination and/or  
Employment Application, STD-678 and a resume to:**

OSHPD - Facilities Development Division  
Attention: Pat Friel (**Job Opp #03-089**)  
1600 Ninth Street, Room 420  
Sacramento, CA 95814

For further information contact Brian Coppock at (916) 324-9110.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

